



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BLDG 350
FORT POLK, LOUISIANA 71459-5339

IMWE-POL-PWH

12 August 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy #10 - Authorization of Basic Allowance for Housing (BAH) for Pregnant Single Soldiers on Fort Polk

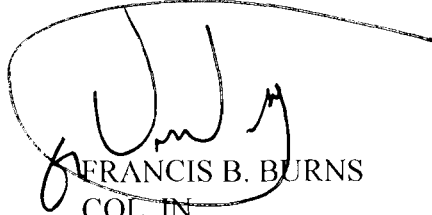
1. Purpose. This policy establishes rules and responsibilities for initiating BAH for single Soldiers who become pregnant while assigned to Fort Polk.
2. References.
 - a. Army Regulation 420-1, Army Facilities Management, dated 2 November 2007.
 - b. Joint Federal Travel Regulations, Vol. 1, Chapter 10, dated January 2008.
3. Single Soldiers residing in the barracks who become pregnant will be authorized BAH (without dependent) at the start of their 6th month (24 weeks) of pregnancy. After the birth of the child, the Soldier will be authorized BAH (with dependent). Upon receipt of BAH, Soldiers are no longer authorized to reside in the barracks.
 - a. Soldiers must provide a Request for Certificate of Non-availability (CNA) for Pregnant Soldiers, signed by the Soldier's chain of command up to the first O-5/LTC (enclosed); Fort Polk Assignment Orders; their Medical Pregnancy Statement issued by a military physician; and a signed lease agreement to the RCI Office. The RCI office will process the CNA to allow the Defense Finance and Accounting Services (DFAS) Office to initiate the Soldier's BAH.
 - b. All Soldiers must submit the CNA paperwork thru their unit S-1 to receive BAH. Upon approval, the Soldier will receive BAH (without dependent) until the birth of the child. The Soldier must submit the child's birth certificate and proof of enrollment in DEERS for BAH (with dependent) after the birth of the child. Upon receipt of BAH (with dependent), the Soldier must notify Picerne Military Housing of their change in status, if living on post.
4. Soldiers who establish on- or off-post residency prior to their eligibility for BAH (without dependent) (24th week of pregnancy) must pay all expenses out of pocket. It is the Soldier's chain of command's duty to counsel pregnant Soldiers concerning this policy to ensure the Soldier does not incur financial difficulties when establishing a home for the expected child.
5. The RCI Office will sign the CNA for the DFAS Office to start the pregnant Soldier's BAH.

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6. Proponent. The RCI Housing Office is the proponent for this policy.
7. This policy will remain in effect until rescinded or superseded.

Encl
as



FRANCIS B. BURNS
COL, IN
Commanding

DISTRIBUTION:
A+

Sample Memo

Unit Letterhead

Office Symbol

Date

MEMORANDUM THRU

Company Commander (Initial or sign)

Battalion Commander (Initial or sign)

FOR RCI Program Manager

SUBJECT: Request for Certificate of Non-Availability (CNA) for Pregnant Soldier

1. Request a CNA be issued to the individual listed below. Soldier is assigned to unit name. Soldier will move out of the barracks on date/month/year and will reside in address/city/state/zip code. Soldier will keep the child and maintain a home in this area for herself and the dependent child.

- a. Name of Soldier:
- b. Grade:
- c. SSN:
- d. Date of Rank:
- e. Soldier's phone number:
- f. Expected date of delivery: (Note: pregnant Soldiers can move out of barracks at 6 months)
- g. Type of lease: 6 months, 12 months, or mortgage (circle one)

2. The point of contact for this memorandum is ISG John Doe at 531-XXXX.

Encls

Soldier's Signature Block

- 1. Fort Polk Assignment Orders
- 2. Medical Pregnancy Profile
- 3. Copy of Lease

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